

**City of Redmond, Washington**  
**Purchasing Division, M/S: 3NFN**  
**15670 NE 85th Street**  
**PO Box 97010**  
**Redmond, WA 98073-9710**

**Request for Proposal**

***The City of Redmond is seeking proposals from qualified consultants to plan and gather requirements for a redesign of the City of Redmond's website.***

**RFP 10561-16/CHA**

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The City of Redmond, Washington requests interested parties to submit proposals for the above referenced Request for Proposal.

**Scope of Work**

The purpose of this request is to solicit proposals from companies experienced in state of the art website design. These services and the City's requirements are outlined in the City's scope of work, attached as **Attachment A**, and shall become a part of the RFP by this reference.

**Due Date/Time**

**10:00 AM (local time) on Tuesday, January 10, 2017.** The City of Redmond – Purchasing & Contracts Division must receive proposals no later than said date and time. Proposals received after such time will be returned unopened. Responses may be mailed or hand delivered to the City of Redmond Attn: Customer Service Center, Mailstop: 2SPL, 15670 NE 85<sup>th</sup> Street, PO Box 97010, Redmond, WA 98073-9710.

**Response Requirements & Format**

All costs for developing proposals in response to this RFP are the obligation of the Consultant and are not chargeable to the City. All proposals and accompanying documentation will become property of the City and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed City agent. Proposals cannot be withdrawn after the published close date.

- 1) **Executive Summary & Overall Approach& Understanding** - Summarize your proposal and include your firm's qualifications and contact information. The summary should discuss your overall approach, understanding of identified work and strategy for outreach and gathering requirements information. Explain your methodology in assisting clients in creating information architecture and design that reflects the forward thinking outcomes outlined in the City's scope of work (Attachment A). Include a proposed timeline for completion of each deliverable as identified in the City's scope of work.
- 2) **Experience & Capabilities** - Describe your level of industry experience and capabilities/expertise in creating multi-audience web site designs. Identify the individual you propose to assign as principal and any associate(s); include resume and relevant work (sample sites) for each member.

- 3) Pricing Methodology - Provide price estimate including number of hours, hourly rate of all named team members and total cost, itemized by development phase for each of the City's deliverables 1, 2 & 3 as identified in the City's scope of work. Any expenses that are to be included as part of your proposal must be listed as a separate line item and must include both the total anticipated expenses to be claimed and nature of the expenses (such as: office supplies, lodging, meals, etc.).
- 4) A list of references (including contact name and telephone number) of at least three (3) recently completed projects of this nature with links to existing websites completed by your services. The City reserves the right to contact references without prior notification.
- 5) Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and **must be signed** by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. A corporation must indicate place and date of incorporation.
- 6) The City requires two (2) printed response copies, unbound, double-sided pages, consisting of no more than eight (8) total pages of content along with a CD (electronic version) of your response. Staff resumes and work samples may be attached to the response and do not apply against total page count.
- 7) A statement to the effect that respondent understands and agrees to obtain a City of Redmond business license as a requirement for performing these services. A city business license application can be found at:  
<http://redmond.gov/business/businessLicensing/>
- 8) A statement indicating the number of calendar days the proposal shall be valid for (the City's minimum number of days is 60).

**Cooperative Purchase Language:**

The City of Redmond has entered into intergovernmental (Interlocal) purchasing agreements pursuant to RCW 39.34 with other Washington agencies under which either party may make purchases at the other party's accepted bid price. By submitting an offer, the Consultant agrees to make the same bid terms and price, exclusive of freight, available to other Washington governmental agencies. Only those public agencies that have complied with the requirements outlined in RCW 39.34 are eligible to use this contract. Further, the public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency in question. A purchase by a public agency shall be affected by a purchase agreement/contract from the public agency, directed to the Consultant or other party contracting to furnish goods or services to the City of Redmond. The City of Redmond will not accept responsibility for purchases issued by other public agencies.

This offer of cooperative purchasing shall be extended by the Consultant to cover the city's contract duration (for any subsequent purchase agreements/contracts resulting from this RFP) or 60 days post award (for one time purchases).

**Public Disclosure Notice**

All materials provided by the Consultant are subject to State of Washington public disclosure laws. Marking the entire proposal as proprietary or confidential, and therefore, exempt from disclosure will NOT be accepted or honored, and may result in disclosure of the entire

proposal or disqualification of the proposal solely at the discretion of the City. Documents identified as confidential or proprietary will not be treated as such if public disclosure laws take precedence, the information is publicly available, the information is already in the City's possession, the information is obtained from third parties without restrictions on disclosure, or the information was independently developed without reference to the Confidential information.

### **Selection & Award**

All interested parties are requested to provide a response containing all required elements herein to the City of Redmond at the stated address by the deadline given.

The City intends to enter into an agreement with the Consultant who provides a proposal that, in the opinion of the City, best meets all of the below listed evaluation criteria (receives the highest score) as determined by a selection committee. Further, the City reserves the right to conduct interviews with selected respondents as necessary to complete its evaluation. Upon selection of a Consultant, the City intends to enter into an agreement using its standard, Consulting Services Agreement which shall be used to secure these services. A copy of this document is attached, as **Attachment B**, and shall be incorporated into this RFP by this reference.

It is anticipated that the term of the agreement covers a term adequate to complete the City's deliverables.

<b>Evaluation Criteria</b>	<b>Weight</b>
Proposed Fees	30 pts
Project Approach & Understanding	30 pts
Qualifications & Capabilities (ability to perform work as outlined in the City's scope of work)	20 pts
References (preference for municipal experience of similar size and nature, client feedback)	20 pts
<b>Total</b>	100 pts

The City of Redmond reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Redmond, and the respondents to this request have no appeal rights or procedures guaranteed to them.

### **Contracting Notice**

Upon selection of a Consultant, the City intends to issue a city contract which shall be used to secure these services and will be the governing document. A copy of the document is attached as **Attachment B**, Consulting Services Agreement which is incorporated in this solicitation by this reference. No substitute terms, conditions or amendments to these terms will be allowed and may deem such a proposal as non-responsive.

The City of Redmond reserves the right to reject any or all proposals and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Redmond, and the respondents to this solicitation have no appeal rights or procedures guaranteed to them.

**Questions/Inquiries**

Please direct any questions concerning this Request for Proposal, the City's requirements or its evaluation process to the agent listed below. No other City official or employee is empowered to speak for the City with respect to this acquisition. Any information obtained from any other source shall not be binding and may disqualify your proposal. Questions received after **December 15, 2016** may not be answered.

**RFP Content:**

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[callen@redmond.gov](mailto:callen@redmond.gov)

**RFP Mailing Address:**

City of Redmond  
Customer Services Center, MS: 2SPL  
PO Box 97010  
Redmond, WA 98073-9710

**Technical Contact:**

Karen Conrad  
Business Analyst  
Office: (425) 556-2455  
[kconrad@redmond.gov](mailto:kconrad@redmond.gov)

**RFP Courier Deliveries:**

City of Redmond  
Customer Service Center, MS: 2SPL  
15670 NE 85<sup>th</sup> Street  
Redmond, WA 98052